

## **ULSTER SUPPORTED EMPLOYMENT LTD**

(Company Limited by Guarantee and not having a Share Capital)

Minutes of a Board of Directors Meeting  
10.30, Wednesday 19 December 2018  
Hilton Hotel, Templepatrick

### **Present**

Mr J Perry	Chairman
Mr T Hinds	Director
Dr G Adams	Director
Mr D Mackay	Director
Mr A Bennett	Director
Mr W Atkinson	Chief Executive
Mrs SJ Mowbray	Company Secretary/Head of Corporate Services

### **Apologies**

Ms C Magill	Director
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### **1. Conflict of Interest**

1.1. All Board members noted a perceived conflict of interest in Agenda item 9.a.ii. relating to Board Member Expenses Policy.

### **2. Minutes of the meeting held on 27 November 2018**

2.1. Minutes from meeting on 27 November 2018 were approved.

2.2. Actions from previous meetings were noted as cleared:

- DoF's pay remit approval letter was circulated to Board members;
- Remuneration Policy is in the process of being drafted;
- Draft Board Member Expenses Policy was amended to include expenses for any potential Board member living outside NI;
- Copy of six-month management accounts were circulated to Board members.

### **3. Chairman's Business**

3.1. The Chairman updated members in relation to:

- A draft terms of reference has been provided to Usel, outlining the proposed approach for the second stage of the Triennial Governance Review. A number of comments have been noted for consideration by DfC;
- Chair and CEO met with Senior Officials within DfC for an Assurance meeting, to discuss a number of issues including pension liability and the debenture.

## 4. Pension Scheme Update

4.1. The Chair updated members in relation to:

- The process for appointing a professional Trustee has been progressed by Mercer. A number of potential candidates have been identified and will be short-listed early in 2019.

## 5. Chief Executive's Report

5.1. The Directors reviewed the Chief Executive's Report which had been circulated with Board papers. The following was noted:

### New Business development

5.2. Usel has been approached by a large regional manufacturer regarding the manufacture of a new range of bags/carriers. A meeting has been organised pre-Christmas, for formal discussions.

### Stakeholder Engagement

5.3. The process of securing the new Ballymena site is now complete. Preparations have started occupation mid to late January.

5.4. Consequently, several discussions have taken place with a school in Ballymena, regarding how we can work collaboratively once the new site is fully operational.

### Triennial Review

5.5. First review of the draft Terms of Reference, for stage two of the Triennial review is complete. Comments/amendments have been provided to the sponsor team. Once the revised draft is received, a copy will be circulated to the Board for information and discussion.

## 6. Head of Corporate Services' Report

### Finance

6.1. The Directors reviewed the summary financial position against budget, for **November**, and noted an operating surplus of £18k. Budget forecast for November was £17k surplus, therefore there is a variance of £1k, it is largely in line with budget.

6.2. YTD a surplus of £35k was delivered. Budget forecast for YTD position, as at 30 November was a surplus of £29k, which is a £6k variance. Outturn is largely in line with budget.

6.3. Any additional clarification requested by Board members was provided, including long term sickness absence.

## **HR**

6.4. No substantive issues to note.

6.5. Usel are continuing to engage with its out-sourced HR business partner as required and monitor the contract spend each month.

## **ICT & Compliance**

6.6. In addition to delivering the ICT Strategy, recent activity included:

- Project Planning and work arrangements for new Ballymena site;
- Internal project team setup for the new Usel Intranet named 'U.net', features will include staff information, facilities, health & wellbeing, help videos and news/events;
- Managing procurement of new mobile telephone contract on CPD collaborative framework;
- Ongoing HR administration in relation to new vacancies, new starts, leavers, investigations and recruitment;
- Completed final second stage of Invest NI funding application for a new Usel Training Programme;
- Business Case and approval for a new external CCTV system for Cambrai Street. This will be installed in the New Year as the current system is no longer fit for purpose;
- Oversee the development of new Usel Connect functionality, in relation to ISO, quality and facilities management sections.

6.7. There were no incidences of ICT Breaches to report.

**AP: Consider adding a section on Intranet for Board papers.**

## **Business Development and Marketing**

6.8. In addition to delivering the Communication Plan, recent activity included:

- Organising staff Christmas event, including "Year in Review" and raffle prizes;
- Meeting to discuss a potential IFA Disability Football Partnership;
- Finalising details of Spin-a-thon for Action Cancer;
- December Offers in Factory Shop;
- Various press coverage, including Avenue Recycling partnership and Sustainable Ireland awards;
- Finalising design of 2017-18 Social Impact Card.

6.9. Communications to staff continues to operate in line with plan. No issues or concerns have been raised.

## **Environment, Quality & Health and Safety**

6.10. Recent activity included:

- Completed business case for new sewing machines, which has been submitted to and approved by the Department;
- Obtaining appropriate number of quotes for vehicle tracking systems;
- Developing a business case for occupational health monitoring.

## **Quality & Policy**

6.11. Recent activity included:

- Preparation for the rollout of disability awareness sessions to all staff;
- Policy development and reviews in areas related to safeguarding (Anti-bullying, behaviour management, social media, Code of conduct);
- Observation training took place to capacity build across quality assessors;
- Achieved Autism Impact Award, including autism focus group;
- A number of U.matter initiatives:
  - Lunch & Learn session Mindfulness for relaxation;
  - Monthly focus on Self Care at Christmas and Loneliness with associated information leaflets;
  - International Men's Day, promoted across the building with leaflets;
  - Action Cancer Spin-a-thon;
  - Usel Choir established and first performance.

## **7. Chair of ARAC – update**

7.1. The Chair of the ARAC updated Board members on the meeting.

## **8. Adult Safe Guarding Issues**

8.1. No new issues to report.

## **9. Health & Safety**

9.1. Health & Safety forum continues to operate on monthly basis.

## **10. Policies for Approval**

10.1. The following policies were approved:

- Draft European Charter for the Regional or Minority Languages
- Draft Board Member Expenses Policy
- Draft Relationships and Sexuality Education Policy
- Draft Placement & Visitor Policy
- Draft Complaints Procedure

10.2. There were no policies/strategies submitted for approval in January's Board.

### **11. Risk Management**

11.1. The risk register was discussed in full.

### **12. Any Other Business**

12.1. None.

### **13. Date of Next Meeting**

13.1. 30 January 2019; 27 February 2019; 27 March 2019; 24 April 2019; 29 May 2019; 26 June 2019.